## **Employee Orientation Program Feedback**

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From: AYALA, ALICE (JSC-IS2) (NASA) Sent: Friday, October 15, 2004 8:12 AM

To: 'FPHOMEPG@hq.nasa.gov'

**Cc:** STEWART, MICHAEL P. (JSC-AH13) (NASA) **Subject:** a few observations concerning the NEO

Hi----

Just wanted to point out that this website needs to be "spell checked" by a human being because there are several misspellings/errors, etc.

"nd web tools. Search this site for the latest information. To post documents or provide input pl.ease"

The word "and" and then the word "please" are just a few of the errors I found. There are others, but all-in-all, I see that this is a fantastic and great tool/idea--I truly like it. If I was a new employee, I think that this would bring me up-to-speed immediately.

Also, I am the JSC Directives Manager and I was wondering if there is any class, either on-line or via face-to-face, being presented on "directives" or "NASA or center specific policy" included through the NEO?

Maybe this will be accomplished at the Agency level?

Any way, I sure would like to participate if this is being developed right now. I remember that when I took over this function (1990-1995 timeframe), part of my duties were to present a "Directives" class to the new employees coming in to Johnson Space Center. NASA has so many different types of policy and procedural requirements documentation that I feel that anyone coming to work for NASA could become confused and not realize how important this facet of their employment might be.

Alice Ayala